

**Water/Wastewater Commissioners’
Meeting Minutes
September 13, 2011**

Present: Robert E. Courage, Chairman
Michael E. Putnam, Vice-Chairman
Dale A. White, Member
David Boucher
Evelyn Gendron

Call to Order:

Chairman Courage called the meeting to order at 6:00 p.m.

Decisions:

Approval of Final Minutes – Vice-Chairman Putnam made the motion to approve the minutes of the meeting held on August 30, 2011 as presented. Chairman Courage seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the August 2011 Bill Commitment 110831 and for the August 2011 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the August 2011 Bill Commitment 110831 and for the August 2011 Final Bills issued.

Sewer Abatement Request – 56 Boxwood Circle – Mrs. Hardwick, Water Utilities Billing Clerk, being present, explained the resident is seeking a one-time exception in the amount of \$142.19 due to lawn care. The water did not enter the public sewer system. The amount of usage to be abated is 4,270 cubic feet. Chairman Courage made the motion to approve this sewer abatement request as presented. Vice-Chairman Putnam seconded the motion. All voted in favor.

Sewer Abatement Request – 66 Boxwood Circle – Mrs. Hardwick explained the resident is seeking a one-time adjustment in the amount of \$16.92 for pool fill with gallons used. The amount of usage to be abated is 508 cubic feet. Vice-Chairman Putnam made the motion to approve this sewer abatement request as presented. Chairman Courage seconded the motion. All voted in favor.

Sewer Abatement Request – 119 Ridgefield Drive – Mrs. Hardwick explained the resident is seeking a one-time adjustment in the amount of \$33.13 for gardening purposes. The amount of usage to be abated is 995 cubic feet. Vice-Chairman Putnam made the motion to approve this sewer abatement request as presented. Commissioner White seconded the motion. All voted in favor.

Sewer Credit Request – 383 Elm Street – The commissioners read the letter received from this business owner explaining a broken water valve increased water consumption and a credit for the sewer portion of the bill would be appreciated. Mrs. Hardwick said that she had asked whether the water entered the sewer system and the business owner said that it had. Vice-Chairman Putnam made the motion to deny this sewer credit request based on the malfunctioning equipment having caused the water to enter the sewer system. Upon discussion, Commissioner White seconded the motion. All voted in favor.

Discussion/Information Items:

Septage Receiving Facility Project- Update – Superintendent Boucher told the commissioners that a preconstruction meeting would be held in the Water Utilities Department conference room at 9:00 a.m. on September 14. Chairman Courage said that he had requested Mr. LaBranche of Stantec Consulting to be prepared to state his best guess for project completion during tomorrow's pre-con meeting. Mr. Boucher said that the site for the trailers has been chosen and they will be set up on September 16.

Sewer Rate Study Update – Mr. Boucher said he expects to receive information from Mr. Jack Sheehy, Director of Financial Operations upon his return from vacation.

Water Main Replacement Project - Update – Mr. Boucher said that additional Brox invoices are anticipated and the budgeted account is approximately 46% expended to date. Chairman Courage said that when the labor and remaining invoices are added to the tally that Superintendent Boucher distributed, this substantially complete project should be under budget, considering the final payment will be made during 2012. Some landscaping remains to be done as well as a curb stop and raising a gate box, said Mr. Boucher. Mr. Boucher answered the commissioners' questions regarding some of the listed expenditures.

Curtis Well Field Update – Mr. Boucher distributed copies of the email received today from Mr. Chris Berg, Wright-Pierce explaining the project status. He added that the electrician will attend to the short punch list and asked the commissioners to return after reviewing the conservation plan so that they could sign a letter addressed to Mr. Derrick Bennett, NH DES, indicating they had no comments upon review of the plan and that water conservation practices will be promoted within the jurisdictional area. Woodard and Curran will connect the SCADA system soon, said Mr. Boucher.

Activities Report – Reviewed by the commissioners. Mr. Boucher answered the commissioners' questions regarding projects.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher explained projects planned to be undertaken by in-house personnel, to include seal coating the administration building, the main pump station, and several tanks have already been coated. The Collection System crew will be raising manholes near the Irving gas station in West Milford. He explained the email received September 12 from a consultant representing Verizon Wireless requesting to place antennas on the town-owned water tank on Shady Lane. Upon discussion, it was agreed more information is needed and the representative should be invited to a future meeting and to provide references of antennas located in communities similar to Milford.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, September 27, 2011 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

A motion to adjourn the regular meeting was made by Vice-Chairman Putnam at 6:30 p.m. Commissioner White seconded the motion. All voted in favor.

Respectfully submitted,

Evelyn B. Gendron

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date